APPLICATION SUBMISSION GUIDELINES

Application Submission

All new and renewal applicants must follow the on-line application process. This process requires applicants to complete the on-line GSRP application form and to upload other required documents. Certain documentation cannot be submitted electronically. Documents that must be mailed include: the official transcript, Faculty Research Adviser's letter of recommendation, and the Signature Form. Each of the NASA Centers or NPRS must receive **one copy of** these accompanying materials **no later than NLT 5:00 PM EST, February 2, 2004**. The complete submission process is outlined below:

Step 1: Electronic Submission of GSRP Application: To access, complete, and submit the on-line application, go to http://fellowships.hq.nasa.gov/grsp/. Select the "APPLY ONLINE" option and follow the instructions. **New applicants** must upload the following documents: the research proposal, a biographical sketch of the student and a biographical sketch of the Faculty Research Adviser. **Renewal applicants** only need to upload their progress report. The final step in the electronic portion of the application process is to print out the GSRP Signature Form. Applicants must collect original signatures on this form and submit it by mail (see step 2).

Step 2: Mail In Required Documentation: The following documents must be received at each of the NASA Centers or NPRS **no later than 5:00 PM EST on February 2, 2004**. The addresses for the NASA Center Program Managers are provided under the "GSRP Program Managers" section of this solicitation on page 4. The NPRS address is provided under number 3 of this section below. Applicants may go to the GSRP website located at http://fellowships.hq.nasa.gov/grsp/ at any time during the application process to check the status of their application.

1. The GSRP Signature Form. This form must bear the original signatures of the applicant, Faculty Adviser, and the university's authorizing official.

2. Faculty Adviser Letter of Recommendation. A letter of recommendation must be provided from your graduate university research adviser who will serve as the Principal Investigator for your proposed research. This letter must be signed by the Research Adviser and mailed to the appropriate Center or NPRS.

3. Recall that the NASA Enterprises and the Jet Propulsion Laboratory (JPL) manage their GSRP separately from the NASA Centers. Mail-In documents for the Enterprises and the Jet Propulsion Laboratory must be mailed directly to the following address:

   NASA Peer Review Services (NPRS)
   Attn: Code N
   Graduate Student Researchers Program (GSRP)
   500 E St., SW, Suite 200
   Washington, DC 20024-2760
   Tel: 202-479-9030

4. <u>Official Transcript</u>. An official transcript that lists all university coursework (undergraduate and graduate) is required from **new applicants**. **Renewal applicants** must provide an official transcript that lists all courses taken since the previous GSRP award. Students should request their transcripts well in advance of the deadline to ensure arrival to the selected NASA Centers or Enterprise offices **NLT 5:00 PM EST on February 2, 2004.**

Checklist: New Applicant (Includes Recent College Graduates and Graduating Seniors)

1. Electronic Submission of Application (including contact information, abstract, budget figures, and description of anticipated use of Center or university research facilities).
2. Electronic Upload of five-page Proposal/Project Description.
3. Electronic Upload of Biographical Sketches of Faculty Adviser and Student.
4. Official University Transcripts from all undergraduate institutions attended.
5. Letter of Recommendation from the Faculty Adviser.
6. GSRP Signature Form.

Checklist: Renewal Applicant

1. Electronic Submission of Application (including contact information, abstract, budget figures, and description of changes from previous year of anticipated use of Center or university research facilities).
2. Electronic Upload of Progress Report.
   1. Official University Transcript from the Student's Institution.
   2. Letter of Recommendation from the Faculty Adviser.
   3. GSRP Signature Form.

To ensure the preparation of a competitive proposal, students should collaborate with a faculty member **and** with a potential NASA Technical Adviser to identify a project. NASA Technical Advisers are listed at the end of each research opportunity in the 2004 GSRP Solicitation. Students are advised to solicit guidance, review, and commentary on the proposal from their Faculty Adviser prior to submission. <u>The student must write the GSRP proposal.</u> For a complete explanation of required materials for both new and renewal applicants, see the section on "Proposal Preparation."

New awards are scheduled to begin the first of July, August, or September 2004. <u>Incomplete or late proposals may not be accepted or reviewed.</u> The starting date for renewal awards will be one year from the start date of the original fellowship.

Evaluation Criteria

NASA Headquarters, Centers, and the Jet Propulsion Laboratory will review applications and make selections for participation in this program. Selection is based on:

1. A five page research proposal in response to the Research Opportunities listed in this solicitation;
2. Transcripts. New applicants must provide transcripts showing undergraduate and graduate coursework. Renewals must provide a transcript showing all courses taken since the previous GSRP award;
3. The proposed utilization of Center or University research facilities; and
4. The recommendation of the Faculty Adviser.

Fellows selected by Centers must spend some period of time in residence at the Center, taking advantage of the unique research facilities of the installation and working with Center personnel. <u>The projected use of NASA Center facilities is an important factor in the selection of Center Fellows.</u>

Proposal Preparation

Applicants may respond to no more than two research opportunities in response to this solicitation. Each proposal must address a single research topic. Proposals should be coordinated with a NASA Technical Adviser to determine appropriateness for NASA research and development. Applicants should clearly indicate which Enterprises and/or Centers you are interested in by checking the appropriate selection on the application. Program Managers at NASA Centers and Enterprises will have electronic access and capability for on-line review of proposals.

General Formatting Guidelines: The application should follow the following guidelines:

- A 5-page proposal in response to the Research Opportunities announced in the 2004 GSRP Solicitation.

- Submitted (uploaded) reports (Anticipated Use of Research Facilities Report, Proposal/Project Description or Research Progress Reports, and Biographical Sketches) should not exceed the page limits (including associated tables, forms, charts, graphics, and appendices or references).

- Documents uploaded should be formatted with one-inch margins (top, bottom, left and right), and 12-point font. Single spacing is recommended.

A complete package for *new applicants* must contain the following items:

APPLICATION MATERIALS—NEW APPLICANTS

1. **Application—**The application must be completed on-line and includes the following components:

   Abstract—Proposal abstracts should concisely summarize the proposed research and its relationship to the NASA mission. The abstract should not exceed 100 words in length. The abstract is in addition to the 5-page proposal.

   Budget Figures—The award includes a student stipend, a student allowance, and a university allowance. The student stipend of $18,000 may cover tuition, room and board, books, software, meal plans, school and laboratory supplies, and other related expenses. No equipment may be purchased with these funds. The $3,000 Student Allowance may be used for additional program related travel, and other expenses agreed upon by the student and the Faculty Research Adviser. The University Allowance of $3,000 is a discretionary award to the Research Adviser. The NASA Program Manager must approve alternative uses of GSRP funding. The GSRP is a Fellowship to support graduate education, and does not provide University Overhead.

   Anticipated Use of Center or University Facilities and Resources—All students must indicate the NASA or University facilities and resources to be used in support of the research, including an estimate of any computer time required. Students are strongly encouraged to contact the appropriate NASA Technical Adviser listed for the proposed research area or their Faculty Adviser to coordinate these activities.

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2. **Proposal/Project Description**—Upload. A five-page proposal that is authored by the applicant must be submitted online. The proposal should describe the student's proposed or ongoing research.

3. **Biographical Sketches of the Faculty Adviser and Student**—Upload. For new applications, background information on the Faculty Adviser and student is required. Provide short biographical sketches from each (not to exceed two pages) that list the following information: name, current position, title, department, university address, phone number, and principal publications. The sketches should include relevant career experience, research, awards, scholarships, and other relevant accomplishments. This requirement includes all applicants (new applicants, graduating seniors, and renewals).

4. **Official Transcript**—Mail. New applicants are required to submit an official transcript that lists all university coursework (undergraduate and graduate).

5. **Letter of Recommendation**—Mail. The Faculty Adviser must provide a signed one-page letter of recommendation on behalf of the student. The letter must include a statement indicating the level of assistance provided to the student in the preparation of the GSRP proposal

6. **Signature Form**—Mail. Proposals will not be accepted without these required signatures: student signature, Faculty Adviser signature, and institutional authorizing official signature. By signing, the authorizing official commits the university and confirms that the Certification Requirements have been met. Certifications of Compliance with Applicable Executive Orders and U.S. Code are listed below. (See also pages 17-22.)

    (i)   Privacy Act Statement
    (ii) Certification Regarding Debarment, Suspension, and Other
              Responsibility Matters,
    (iii) Certification Regarding Drug-Free Workplace Requirements,
    (iv) Certification Regarding Lobbying for Contracts, Grants, Loans, and
    (v)   Assurance of Compliance with NASA Regulations Pursuant to
              Nondiscrimination in Federally Assisted Programs.

A complete package for *renewal applicants* must contain the following items:

APPLICATION MATERIALS—RENEWAL APPLICANTS

1. **Application—**The application must be completed online and includes the following components:

   Abstract—Proposal abstracts should concisely summarize the ongoing research and its relationship to the NASA mission. The abstract should not exceed 100 words in length.

   Budget Figures— **Budget Figures**—The award includes a student stipend, a student allowance, and a university allowance. The student stipend of $18,000 may cover tuition, room and board, books, software, meal plans, school and laboratory supplies, and other related expenses. No equipment may be purchased with these funds. The $3,000 Student Allowance may be used for additional program related travel, and other expenses agreed upon by the student and the Faculty Research Adviser. The University Allowance of $3,000 is a discretionary award to the Research Adviser. The NASA Program Manager must approve alternative uses of GSRP funding. The GSRP is a Fellowship to support graduate education, and does not provide University Overhead.

   Anticipated Use of Center or University Facilities and Resources—All students must indicate the NASA or University facilities and resources to be used in support of the research, including an estimate of any computer time required. Indicate any change in your requirements for use of facilities and resources.

APPLICATION MATERIALS—RENEWAL APPLICANTS (Continued)

2. **Research Progress Report**—Upload. A report that is authored by the applicant discussing the status of the research must be provided for renewal. This report must describe the status of the GSRP funded research during the previous year of support. The report should indicate research plans to be supported with renewal funding. This statement should not exceed five pages in length.

3. **Official Transcript**—Mail. Renewal applicants are required to submit an official transcript that lists all courses taken since the previously submitted application.

4. **Letter of Recommendation**—Mail. The Faculty Adviser must provide a signed one-page letter of recommendation on behalf of the student. The letter must include a statement indicating the level of assistance provided to the student in the preparation of the GSRP proposal.

5. **Signature Form**—Mail. Proposals will not be accepted without these required signatures: student signature, Faculty Adviser signature, and institutional authorizing official signature. By signing, the authorizing official commits the university and confirms that the Certification Requirements have been met. Certifications of Compliance with Applicable Executive Orders and U.S. Code are listed below. (See also pages 17-22.)

   (i)   Privacy Act Statement
   (ii)   Certification Regarding Debarment, Suspension, and Other
   (iii)   Responsibility Matters,
   (iv)   Certification Regarding Drug-Free Workplace Requirements,
   (v)   Certification Regarding Lobbying for Contracts, Grants, Loans, and
   (vi)   Assurance of Compliance with NASA Regulations Pursuant to
   (vii)   Nondiscrimination in Federally Assisted Programs.